

LANCASTER COUNTY
COMPUTER AND PROPERTY RECORDS SUPERVISOR

NATURE OF WORK

This is responsible professional and technical work supervising and coordinating data processing and record keeping activities within the property records division of the County Assessor's Department.

Work involves supervising the property records section involved in maintaining real and personal property tax records for the County. Work also involves the development, maintenance, modification, and implementation of the property data processing systems utilized within the County Assessor's Department; and consulting with Data Processing staff about problems, revisions and the purchase of potential additional computer software. The employee exercises considerable independent judgment in the performance of assigned duties. General supervision is received from an administrative superior with work being reviewed in the form of results achieved. Supervision is exercised over subordinate property records supervisors, technicians and support personnel.

EXAMPLES OF WORK PERFORMED

Write programs to update information on various computer hardware appliances and software applications including but not limited to re-valuation of real and personal property, removing penalties and valuation codes, and correcting history of values.

Develop, maintain, modify and implement real and personal property data processing systems; develop, establish and implement policy regarding computer data entry to ensure efficient data access and retrieval.

Coordinate personal and real property data processing activities; identify appropriate OASIS selection criteria and create special reports for agencies within City and County government, private citizens and community organizations.

Investigate and identify problems with various computer software applications; recommend and test computer programs for the Assessor's Office; consult with Data Processing concerning programming problems, revisions and the potential purchase of additional computer software for the Assessor's Office.

Develop programs in Microsoft Basic to record and cross-reference all real estate protests and other data as needed.

Supervise entry of data into the Agricultural Land Class system.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of OASIS data processing systems or related software applications and their application to a variety of situations and operations in the County Assessor's Department.

Knowledge of statutory deadlines for a variety of activities processed by the Assessor's Office.

Knowledge of legal documents including deeds, estate probates and court proceedings.

Knowledge of property appraisal methods and techniques.

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Ability to write computer programs to access information documented within multiple files.

Ability to make operational and technical decisions in response to changing conditions or demands.

Ability to instruct, supervise and evaluate subordinate personnel.

Ability to establish and maintain effective working relationships with taxpayers, public officials, community agency representatives, co-workers and the general public.

Ability to communicate effectively both orally and in writing.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in computer science, business or public administration, mathematics or related field and experience dealing with systems analysis and programming, including supervisory experience.

MINIMUM QUALIFICATIONS

Completion of an Associate's Degree in computer science, business or public administration, mathematics or related field and some experience dealing with computer systems analysis and programming, including some supervisory experience; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid State of Nebraska driver's license when operating a vehicle is necessary for the satisfactory performance of assigned duties.

Approved By: _____
Department Head

Personnel Director

Revised 4/96

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